

KANKAKEE PUBLIC LIBRARY

ASSISTANT DIRECTOR OF LIBRARY ENGAGEMENT (FLSA EXEMPT)

The Kankakee Public Library is seeking an organized individual with excellent interpersonal communication skills to fill the role of Assistant Director of Library Engagement.

Job Summary: Under the supervision of the Library Director, is responsible for providing leadership and management of library operations and the activities of its employees.

Application Deadline: May 10, 2023

Application Note: Interested applicants should email a letter of interest, resume, and three professional references to Library Director, Allison Beasley, at abeasley@lions-online.org

Application Contact: Allison Beasley

Apply To: Kankakee Public Library, 201 E. Merchant Street, Kankakee, IL 60901

Email address: abeasley@lions-online.org

Web: lions-online.org

Full Time Hours:

37.5 hours/week

Salary:

\$67,600

More details on next page.

Duties and Responsibilities:

- Develop partnerships with local schools, businesses, and non-profits to promote the library's resources and services to diverse populations
- Responsible for coaching and enhancing the supervisory skills of management team
- Responsible for planning and implementing staff development with other administration
- Enhances professional development and staff training
- Responsible for conducting new staff orientations and provides administrative assistance to staff
- Heads up staff retention and recruitment efforts
- Ensures marketing materials promote library services and programs that are accessible and inclusive to all
- Responsible for organization and support of staff committees, including development of a diversity, equity and inclusion committee
- Evaluates and develops library's hiring processes to prevent unconscious bias
- Assists the director in developing of policies, goals, objectives, and general planning activities of the library
- Seeks out, prepares, and manages grants
- Serves as liaison to the community. Along with the director, represents and promotes the library by actively participating in community organizations and groups throughout the city
- Attends library board meetings
- Serves as resource person for policy and procedures questions; responds to patrons' complaints and security issues
- Oversees library materials' inventory assessments and coordinates the weeding of outdated materials with department supervisors and administration
- Recommends level of service to be offered
- Participates in the overall development of the library budget
- Regularly scheduled to be building supervisor on an evening or a Saturday
- Participates in online continuing education webinars and/or online courses, and keep current with trends by reading professional literature
- Promotes the library by the practice of good public relations
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- An extensive knowledge of library materials, practices, techniques, and technology
- Ability to work and communicate well with public and staff
- Proven leadership skills to lead teams and to motivate and direct employees
- Ability to exercise independent judgment, set priorities, exercise discretion, follow through tasks to completion, and adapt to a changing work environment
- Basic knowledge of administrative techniques and procedures
- Ability to interpret library policies in a diplomatic and sensitive manner
- Ability to remain calm in stressful situations and provide leadership in emergencies
- Ability to bend, lift, and reach
- Ability to use a computer keyboard, telephone, photocopier, and other standard office equipment
- An extensive knowledge of Windows-based software, and online and electronic resources

Qualifications:

- A Bachelor's Degree and at least five years of library supervisory experience
- An LTA or Master's in Library Science Degree preferred
- Available to work evenings and weekends
- Access to transportation